

Madera Campus Project Plan

Plan as of 12/23/2013

Task Title	Assigned To	Task Status	Start Date	Due Date
Present New Campus selection rubric and feasibility data	Carol Crosson	Completed	6/3/2013	10/9/2013
Submit Madera in New Site Rubric to Senior Management for Approval to Proceed	Carol Crosson	Completed	6/3/2013	10/9/2013
Assess programs appropriate to offer on Madera Campus	Carol Crosson	Completed	10/10/2013	10/15/2013
Prepare Madera 2-year student enrollment projections	Joseph Holt	Completed	10/15/2013	10/29/2013
Prepare Madera 2-year furniture, equipment, supplies, textbook schedule with costs	Ralph Ortiz	Completed	10/15/2013	10/29/2013
Prepare Madera 2-year computer and software installation and access plan	David Mendes	Completed	10/15/2013	10/29/2013
Prepare Madera 2-year staffing schedule	Annette Austerman	Completed	10/15/2013	10/29/2013
Present Madera program recommendations to Senior Management for Approval to Implement	Nick Gomez	Completed	10/16/2013	10/23/2013
Set-up Madera campus project accounting and complete budget estimate	Scott Perry	Completed	10/17/2013	11/14/2013
Locate facility	Steve Perry	Completed	10/23/2013	12/21/2013
Prepare and submit ACCJC Substantive Change to establish a Madera campus	Crystal VanderTuig	In Progress	10/23/2013	1/13/2014
Prepare space allocation plan	Steve Perry	Completed	10/28/2013	2/7/2014
Present Madera site and program proposal to Board of Governors for Approval to Implement	Carol Crosson	Completed	10/29/2013	10/29/2013
Define and prepare Madera curriculum requirements	Susan DeLong	Completed	10/30/2013	12/20/2013
Negotiate lease	Steve Perry	In Progress	12/23/2013	2/7/2014
Identify campus computing needs	David Mendes	Completed	12/23/2013	9/1/2014
Construction drawings	Steve Perry	In Progress	12/23/2013	4/11/2014
Hire architect	Steve Perry	In Progress	2/7/2014	2/10/2014
Obtain construction bids	Steve Perry	Not Started	3/5/2014	4/18/2014
Gain ACCJC approval for Madera campus	Crystal VanderTuig	Not Started	3/6/2014	4/4/2014
Prepare and install campus computing equipment	David Mendes	Not Started	4/1/2014	9/1/2014
Hire general contractor	Steve Perry	Not Started	4/1/2014	4/25/2014
Recruit and train Madera admission's team	Wendi Oliveira	Not Started	4/4/2014	6/13/2014
Recruit and train Madera campus leadership	Nick Gomez	Not Started	4/4/2014	7/22/2014
Obtain remodel permit	Steve Perry	Not Started	4/14/2014	5/26/2014
Purchase student record license for Madera campus	Cheyenne Elizaldi	Not Started	5/4/2014	6/6/2014
Order data line for the Madera campus	David Mendes	Not Started	5/6/2014	8/11/2014
Submit Madera IS equipment list for procurement	David Mendes	Not Started	5/6/2014	9/8/2014
Purchase Madera non-capital furniture, equipment items for schedule drop date	Ralph Ortiz	Not Started	5/6/2014	9/15/2014
Purchase Madera capital furniture, equipment items for schedule drop date	Ralph Ortiz	Not Started	5/6/2014	9/15/2014
Purchase Madera supplies for schedule drop date	Ralph Ortiz	Not Started	5/6/2014	9/15/2014
Acquire and prepare temporary space for Madera campus management and admission's team (if needed)	Steve Perry	Not Started	5/6/2014	6/6/2014
Prepare and launch Madera campus in student records system	Cheyenne Elizaldi	Not Started	5/9/2014	7/22/2014
Launch Madera marketing and workshop campaign	Beth Hyde	Not Started	6/6/2014	6/20/2014
Prepare and launch Madera campus in employee records system	Tammie Zaczek	Not Started	6/6/2014	7/22/2014
Recruit Madera instructors for start-up	Annette Austerman	Not Started	6/6/2014	9/22/2014

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Include Madera campus on appropriate Report & Dashboard Library reports	Adam Lefaive	Completed	6/6/2014	9/22/2014
Prepare and launch Madera campus on website	Beth Hyde	Not Started	6/13/2014	7/22/2014
Prepare and launch Madera campus in learning management system	Adam Lefaive	Completed	7/22/2014	8/18/2014
Deliver Madera campus New Faculty Orientation	Annette Austerman	Not Started	8/18/2014	9/22/2014
Prepare and install Madera campus server room equipment	David Mendes	Not Started	9/1/2014	9/22/2014
Identify Madera IS infrastructure needs	David Mendes	Not Started	9/1/2014	9/12/2014
Complete Madera site furniture and equipment installation	Ralph Ortiz	Not Started	9/1/2014	9/22/2014
Deliver Madera campus New Student Orientation	Nick Gomez	Not Started	9/19/2014	9/19/2014
Deliver Madera campus first day of student instruction	Nick Gomez	Not Started	9/22/2014	9/22/2014
Evaluate Madera campus Development Process	Carol Crosson	Not Started	9/22/2014	10/27/2014
Move Madera campus to Standard Report Process	Nick Gomez	Not Started	10/27/2014	10/27/2014